

OFFICE OF PERSONNEL POLICY  
MEMORANDUM  
NO. 20-29-15

## OFFICE OF PERSONNEL POLICY, PLANNING, AND MANAGEMENT MEMORANDUM

SUBJECT: Assessment Reports for Experimental Alternative Work Schedules

1. The Agency has officially been participating in Experimental Flexible and Compressed Work Schedules since January 1980. Each approved experiment with Alternative Work Schedules (AWS) provides for an expiration date and requires an assessment report at the end of the experimental period. If the AWS is considered unsuccessful by management and is terminated prior to the expiration date, assessment reports must be submitted within 30 days of the termination date. Reports should be submitted to the Office of Personnel Policy, Planning, and Management, Position Management and Compensation Division, and provide the following information.

a. The introduction to the report should identify the type of experiment; i.e., a compressed schedule or a flexible schedule; the number and percent of employees participating in the program; and the duration of the experimental period. The introduction should also identify any limitations or special conditions, e.g., excluding certain employees or groups of employees because of the nature of their positions; permitting employees freedom to choose starting and stopping times with or without prior approval of the supervisor; requiring employees to inform the supervisor of intent to earn or apply credit hours to the basic work requirement; and allowing employees to leave the workplace during a flexible time band with or without prior notification of the supervisor.

b. The next section of the report should contain management's comments regarding the program, its applicability to the component, and its benefits and/or problems. Comments should cover such items as: changes in productivity and efficiency, staffing problems, use of leave, communication problems between employees and managers or other units, job satisfaction, and morale in general.

c. The third section of the report should contain comments regarding the experiment based on the employees' perspective. Most of the topics that are commented on by management could also be covered from the employees' point of view. Other topics should be included for the employees' comments, such as, impact of the experiment on car pools, transportation costs, family life, participation in educational/recreational activities, etc.

d. The report may conclude with any suggestions or general comments regarding the experimental program as used by the Agency.

2. Continued use of AWS will be approved, at the component's request, until May 1981, when a final assessment report will be required for use in evaluating the Agency's continued use of flexible and compressed work schedules.

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OPPPMM 7-80